



RECRUITMENT ANNOUNCEMENT

Maryland State Archives Information Systems Management Webmaster Trainee

This is a Full Time/Regular position assigned to the
Information Systems Management Department
Job duties include:

- Learns to design, develop, implement and maintain MSA's website. Includes learning how to create web pages by converting existing files (word processing, spreadsheet, etc.) or by utilizing web-authoring software
- Learns to maintain the search engine, Thunderstone, for the agency's website. Includes verifying updates are running properly as well as creating new search collections when new material is added to the website
- Learns to monitor the IT Help Desk queue. Includes directing tickets to the appropriate staff member and responding to any tickets associated with web site updates

Candidates with experience designing, creating, developing & editing websites; experience working with JavaScript; and experience working with archival operations or government records are encouraged to apply!

This position is open to ALL current employees, and we appreciate current staff sharing the announcement with potential applicants.

[Open the Job Announcement](#)